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March 7, 2003

**OKLAHOMA BULLETIN NO. OK130-3-3**

**SUBJECT: AGN – Technical Service Providers (AD-2016, WebCAAF, and SCIMS)**

**Purpose:** To Provide Interim Guidance on Form AD-2016 Processing

**Expiration Date:** September 30, 2003

**ACTION REQUESTED: March 17, 2003**

On March 1, 2003, NRCS initiated TechReg, a web-based registry system, designed to capture essential information of applicants applying to become certified Technical Service Providers (TSP). Access to TechReg requires an eGovernment ID and password, which must be generated by USDA employees. Oklahoma Bulletin OK130-3-2, provides field office responsibilities for processing form AD-2016. The purpose of this bulletin is to provide further guidance with TSP certification assistance.

Eventually, at least one NRCS employee per field office location will be required to possess knowledge of processing form AD-2016, with the generation of an eGovernment ID and temporary password, as well as knowledge of the Service Center Information Management System (SCIMS) database management. Training for these activities will be provided at a later date.

An eGovernment ID and temporary password are generated through the Web-based Centralized Authentication and Authorization Facility (WebCAAF) system. The WebCAAF system cross-references the name, address, and other personal information of the applicant with the SCIMS database. That is why it is necessary to have the applicant's personal information in the SCIMS database before generating an eGovernment ID and temporary password.

In the interim, to meet the immediate need of form AD-2016 processing and SCIMS database management, one NRCS employee per team will receive training on completing both tasks. This will eliminate the present need of training one NRCS employee per field office location, and it will assist field offices in processing form AD-2016 in an efficient manner.

Employees who have not received WebCAAF training should not attempt to process form AD-2016 via WebCAAF. Employees should continue to process form AD-2016 in accordance with Oklahoma Bulletin OK130-3-2. However, effective March 17, 2003, employees should submit all requests for form AD-2016 to a member of the eGovernment ID and temporary password/SCIMS processing cadre. A list of the members, by Zone, is attached to this bulletin.

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Accompanying this bulletin are the following documents:

- AD-2016 Register
- SCIMS Additional Data Elements
- WebCAAF and SCIMS Contacts for Oklahoma

The AD-2016 Register should be used to record and track all applications submitted for eGovernment ID and password via form AD-2016. This register should be maintained at the service center level.

If an employee submits form AD-2016 to a member of the WebCAAF and SCIMS cadre and the applicant does not exist in SCIMS, additional information on the applicant will be required. In the event additional information is requested, employees must complete the SCIMS Additional Data Elements form, based on a personal observation or customer disclosure. **Employees are prohibited from requesting this information from applicants.** Once the SCIMS Additional Data Element form has been completed, employees should forward the form to the requesting WebCAAF and SCIMS cadre member for continued processing.

Questions regarding procedures outlined in this bulletin may be directed to employee's immediate supervisor.

/s/ John Glover (Acting)

M. DARREL DOMINICK  
State Conservationist

Attachments: